

Instructions for Ordering Macomb County Clerk Documents Via Fax

Please note that the Clerk's Office uses either the U.S. Postal Service Express mail or UPS for overnight delivery of documents. **Overnight requests must be made before 1:00 p.m. the date of the request or delivery may take up to two days.**

1. Use the Certified Copy Fax/Mail Order Form provided by the Macomb County Clerk's Office. To get a form via fax call 1-888-99-CLERK and request document 3010. From outside of Michigan call 1-310-575-5035.
2. Using a dark colored pen, complete the "Requestor's Information" section. This is where you would like the requested document sent. Make sure to include your telephone number and print legibly. A signature is required in this section.
3. Complete the "Type of Documents Being Requested" section.
4. Complete the "Requestor's Document Verification Information" section. This information helps to identify the document requested and to verify that the requestor is entitled to a copy.
5. Complete the "Number of Copies Requested" section.
6. Complete the "Payment / Mail Information" section.

On the "copy charges" line write the amount indicated in the "Number of Copies Requested" box.

On the "extra copy charges" line write \$3.00 for each copy more than one of birth, death, and marriage records. Write \$1.00 for each copy more than one of business or military discharge records.

If you would like the document sent via overnight mail, check the "Overnight" line. ***NOTE: (1) Depending on the zip code of where you want the document sent, the U.S. Post Office may not "Overnight" your document and it could take two days for delivery; (2) Overnight rates are higher if being sent out of the United States.***

On the "Total Cost" line, write the total of the copy charges, extra copy charges, and overnight mail cost.

For example:

- One copy of a birth certificate sent overnight would cost \$24.00.
 - One copy of a birth certificate & marriage license sent regular mail would cost \$20.00
 - Two copies of the same death certificate sent regular mail would cost \$13.00.
 - Two copies of a business registration sent overnight would cost \$18.00.
7. Complete the credit card payment information and sign on the "Card Holder Signature" line. Credit cards accepted: VISA, MasterCard, Discover and American Express.
 8. **Requests for Birth Records and Military Discharges must include a copy of your driver's license (or other photo identification).**
 9. Fax the form to the Macomb County Clerk at (586) 469-4751 or mail it to Macomb County Clerk's Office, Attn: Vital Records, 40 North Main, Mount Clemens, MI 48043. If you have any questions, please call (586) 469-5120.

*Macomb County Clerk Carmella Sabaugh Certified Copy Fax/Mail Order Form
Complete and fax to the Macomb County Clerk Vital Records Section (586) 469-4751*

Requestor's Information

Name: _____

Mailing Address: _____

City, State, Zip: _____

Day Phone: (____) ____ - ____

Driver's license number: _____

Signature (required): _____

Number of Copies Requested

_____ birth certificate (\$10.00) – picture ID required

_____ death certificate (\$10.00)

_____ marriage record (\$10.00)

_____ business registration (\$3.00)

_____ military discharge (\$1.00) – picture ID required

_____ TOTAL NUMBER OF COPIES REQUESTED

Extra Copy Charges

birth, death, marriage records: \$3.00

business and military records: \$1.00

Type of Documents Being Requested

- ☐ birth record
- ☐ death record
- ☐ marriage record
- ☐ business registration
- ☐ military discharge

Requestor's Document Verification Information

Date of event: __ - __ - ____

City of event: _____

Requestor's relationship to person on document:

☐ self ☐ father ☐ mother ☐ other _____

Name of person or business on document

Mother's maiden name (birth records only)

Father's name (birth records only)

Bride's maiden name (marriage records only)

Groom's name (marriage records only)

____ - ____ - ____
Social Security Number (military discharges only)

Payment / Mail Information

Copy charges\$ _____

☐ Extra copy charges\$ _____

☐ Overnight\$ 14.00

☐ Regular mail.....\$ FREE

TOTAL COST.....\$ _____

Type of credit card being used:

- ☐ VISA
- ☐ MasterCard
- ☐ Discover
- ☐ American Express

____ - ____ - ____ - ____
Credit card number

Expiration date: __ / __

Cardholder name (PRINT)

Cardholder signature (REQUIRED)

*Or mail to: Macomb County Clerk's Office, Attn: Vital Records,
40 North Main Street, Mount Clemens, MI 48043*

Macomb County Clerk's Office – OFFICE USE ONLY

Card approved? ☐ yes ☐ no

Clerk's initials: _____

For additional forms:
In Michigan ~ (888) 99-CLERK
Out-of-State ~ (310) 575-5035